

**Emergency Rule**  
LSA Document #12-658(E)

DIGEST

Temporarily amends [50 IAC 15-3-7](#) concerning courses offered for Level Three assessor-appraiser certification. Statutory authority: [IC 6-1.1-35.5-4.5](#). Effective December 10, 2012.

**SECTION 1. (a) This SECTION supersedes [50 IAC 15-3-7](#).**

**(b) In order to be certified as a Level Three assessor-appraiser, an individual must do the following:**

**(1) Attain certification as a Level Two assessor-appraiser under [50 IAC 15-3-3](#).**

**(2) Successfully complete the following core curriculum:**

**(A) International Association of Assessing Officers (IAAO) Course 101, Fundamentals of Real Property Appraisal, or an equivalent course approved by the department.**

**(B) IAAO Course 102, Income Approach to Value, or an equivalent course approved by the department.**

**(C) IAAO Course 300, Fundamentals of Mass Appraisal, or an equivalent course approved by the department.**

**(D) IAAO Course 400, Assessment Administration, or an equivalent course approved by the department.**

**(E) The Appraisal Foundation, Uniform Standards of Professional Appraisal Practice Workshop 151: Uniform Standards of Appraisal Practice.**

**(3) Complete the continuing education requirements specified in [50 IAC 15-3-8](#).**

**(c) "Course sponsor" means a nationally recognized assessing organization, postsecondary educational institution, or other education delivery organization approved by the department under this SECTION to offer courses approved by the department for Level Three assessor-appraiser certification.**

**(d) To be approved by the department as an approved course sponsor, a potential course sponsor must demonstrate that it will provide the following:**

**(1) Faculty consisting of instructors certified as Level Three assessor-appraisers or who can provide documentation of comparable professional certification or designation.**

**(2) One (1) or more of the courses listed in subsection (b)(2)(A) through (b)(2)(E).**

**(e) In order to demonstrate that it meets the requirements of subsection (d), a potential course sponsor must submit the following to the department on an application prescribed by the department:**

**(1) The name and contact information of the potential course sponsor.**

**(2) A brief description and schedule of all planned courses for which the course sponsor is seeking approval.**

**(3) Written policies on the following:**

**(A) Attendance.**

**(B) Cancellations.**

**(C) Refunds.**

**(D) Inclement weather.**

**(E) Insufficient enrollment.**

**(F) Failure of an instructor to preside over class sessions.**

**(G) Timely grading of final examination and notification of results.**

**(4) A brief description of the potential course sponsor's capability to develop and deliver consistent, quality education and the commitment to continuous improvement and excellence in education.**

**(5) Documentation showing that the potential course sponsor has or will have faculty consisting of individuals certified as Level Three assessor-appraisers.**

**The department will make a determination on the application and will inform the sponsor in writing of the approval or disapproval of course sponsorship and the reason(s) therefore *[sic, therefor]*.**

**(f) The department may approve a course that is the equivalent of an IAAO course listed in subsection (b)(2)(A) through (b)(2)(D) or the Appraisal Foundation course listed in *[subsection]* (b)(2)(E). A course may be determined by the department to be such an equivalent upon a showing that the course contains the following:**

- (1) Instruction on one (1) of the following subjects:
  - (A) Fundamentals of real property appraisal.
  - (B) Income approach to value.
  - (C) Fundamentals of mass appraisal.
  - (D) Assessment administration.
  - (E) Uniform Standards of Professional Appraisal Practice.
- (2) Substantially similar topic coverage.
- (3) Substantially similar learning objectives that:
  - (A) conform to the learning objectives achieved by the IAAO in the courses enumerated in subsection (b)(2)(A) through (b)(2)(D) or by the Appraisal Foundation in the course enumerated in subsection (b)(2)(E);
  - (B) clearly state the specific knowledge and skills students are expected to acquire by completing the course;
  - (C) are consistent with the course description;
  - (D) are consistent with the instructional materials; and
  - (E) are reasonably achievable within the number of classroom hours allotted for the course.
- (4) Substantially similar student and instructor materials that:
  - (A) cover the subject matter in sufficient depth to achieve the learning objectives of the course;
  - (B) provide appropriately balanced coverage of the subject matter in view of the stated course learning objectives; and
  - (C) reflect current knowledge and practice.
- (5) Substantially similar testing given at the end of the course that is closed book, proctored, and evaluates the students on the cumulative material covered in the course.

(g) To obtain approval for a course under subsection (f), the course sponsor shall provide to the department the following at least one hundred eighty (180) days prior to the first scheduled class session:

- (1) An application on a form prescribed by the department. The application shall contain the following information:
  - (A) The course title.
  - (B) The name and contact information of the course sponsor.
  - (C) The date or dates upon which the course shall begin and end.
  - (D) Number of credit hours offered, including hours for taking the final examination.
  - (E) The manner of course presentation.
  - (F) A statement that this course is equivalent to one (1) of the courses enumerated in subsection (b)(2)(A) through (b)(2)(E).
- (2) The following supporting documentation:
  - (A) A sample of the final examination and answer key.
  - (B) A course outline that accounts for the general flow and recommended time spent on topics contained within the course.
  - (C) A course description clearly describing the content and specific learning objectives of the course.
  - (D) A document certifying satisfactory completion that shall be issued to each student upon taking and passing the final examination of the course.

The department will make a determination on the application and will inform the course sponsor in writing of the approval or disapproval of the course and the reasons therefore *[sic, therefor]*.

(h) The department may withdraw approval of a course sponsor upon a finding by the department that an approved course is no longer an equivalent course.

SECTION 2. This document expires January 1, 2014.

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